



DIRECTOR

DEPARTMENT OF THE TREASURY
BUREAU OF ENGRAVING AND PRINTING
WASHINGTON, D.C. 20228

MEMORANDUM FOR ALL BEP EMPLOYEES

DEC 23 2010

FROM:

Larry R. Felix
Director

SUBJECT:

Alternative Dispute Resolution Policy

The Administrative Dispute Resolution Act authorizes and encourages agencies to use mediation and other consensual methods of dispute resolution as alternatives to traditional dispute resolution processes. Alternative Dispute Resolution (ADR) is a process designed to provide an effective and early conflict management and resolution service to BEP employees. This process emphasizes open communication, cooperation, and flexibility in identifying mutual interests and potential solutions. ADR encompasses a variety of problem solving techniques to assist parties in resolving disagreements without litigation.

I am committed to the use of ADR as a mechanism to prevent or minimize the escalation of disputes in a mutually acceptable manner. I recognize the benefits of ADR, and recommend ADR for both EEO and Non-EEO issues. Participation in the ADR process is voluntary for the aggrieved person during the informal EEO process. Management's participation in ADR is mandatory. When an aggrieved individual seeks resolution, it is the responsibility of management to listen to the issues brought forth and work to resolve issues appropriately at the earliest possible stage.

ADR held during the informal EEO process will normally be completed within the 30-day counseling process and shall not exceed a total of 90 days when the aggrieved individual chooses to participate in ADR. ADR is made available throughout the formal process.

In furtherance of this commitment to the use of the ADR process, and in compliance with the Administrative Dispute Resolution Act of 1996, I have designated the Office of Equal Opportunity and Diversity Management with responsibility to encourage and coordinate resolution efforts; formulate Bureau-wide Alternative Dispute Resolution policies; disseminate information about the program's activities; and provide assistance, consultation and training within the BEP on various resolution alternatives. I fully support the flexible use of all ADR processes, including facilitation, mediation, fact finding, coaching, shuttle diplomacy and neutral evaluation, where appropriate.